

City Council Meeting Packet



March 19, 2019

AGENDA

Norton City Council

March 19, 2019

6:00 P.M.

1. Roll Call
2. Invocation – Rev. Freddie Powers
3. Pledge of Allegiance
4. Approval of Minutes
 1. Meeting of March 5, 2019
5. Audience for Visitors
6. New Business
 - A. Update from the Norton Rescue Squad on the New Ambulance.
 - B. Adoption of the City of Norton Emergency Operation Plan.
 - C. Proclamation Declaring the Month of March as American Red Cross Month.
 - D. Update on City Projects.
 - E. Confirmation of a Check/Transfer in Excess of \$100,000.
7. Comments by the City Manager, City Attorney, and City Council.
8. Adjournment.

The regularly scheduled meeting of the Norton City Council was held Tuesday, March 5, 2019, at 6:00 p.m., in the Municipal Council Chambers with Mayor Joseph Fawbush presiding.

Present: William Mays, Robert Fultz, Jr., Joseph Fawbush, Mark Caruso, and Delores Belcher

Also Present: Fred L. Ramey, Jr., City Manager, and William Bradshaw, City Attorney

The invocation was given by Pastor Gary Hill and was followed by the Pledge of Allegiance led by Police Chief James Lane.

At this time, Mayor Fawbush asked council members to amend the agenda to include under Item 6-A-1 an update from Pro-Art Association and the Consideration of a 2019-2020 Local Government Challenge Grant Application in the amount of \$4,500 for the Pro-Art Association.

It was the consensus of council to amend the agenda to include the update from Pro-Art Association and the 2019-2020 Local Government Challenge Grant Application, as stated above.

Upon a motion by Councilman Mays, seconded by Councilwoman Belcher, and passed by the following vote: YES – Mays, Fultz, Fawbush, Belcher, NO – None, ABSENT – None, ABSTAIN – Caruso, council moved to adopt the minutes of the February 19, 2019, meeting as presented.

There was no response to the Mayor's Call for Visitors.

The city manager, via a PowerPoint presentation, gave a brief history on the Ridge Avenue stacked stone wall which included a description and approximate age of the wall, citizens' calls about potential movement of the wall and the city's responses to each, and city administration's decision to contact The Lane Group in early 2018 to assess potential wall movement to determine public safety. Mr. Ramey said he also contacted the Virginia Department of Mines, Minerals, and Energy (DMME) regarding the Ridge Avenue wall and was advised that there was no prior mining near the wall. Mr. Ramey said the city's engineer from The Lane Group is in attendance to provide an update on his evaluation of the wall and to discuss possible options going forward.

Mr. Leslie Sutherland, geotechnical engineer for The Lane Group's Abingdon office, advised council it is evident that the Ridge Avenue stacked stone wall has crept and moved. He said various gaps appear in the wall and there is a noticeable one foot bulge in one area. Mr. Sutherland said they do not have a baseline on the wall so it could have moved years ago or recently. He said to determine if the wall is currently moving surveyors from The Lane Group used a non-prism surveying method to track the wall over a period of time. Mr. Sutherland said monitoring indicated there was movement in the bulge area of the wall. He said surveyors repeated their measurements and received similar results of one and a half inches of movement in the bulge area of the wall. Mr. Sutherland said at that point, he recommended the city close the road as a safety precaution. Mr. Sutherland went on to explain other tests that were performed on the wall and identified possible causes that could

contribute to the wall's movement. He said The Lane Group cannot determine the safety factor of the wall based upon the information recorded because there are too many variables. Mr. Sutherland then provided council with several options to mitigate the wall issue and their associated cost.

After a lengthy discussion with members, Mr. Sutherland said his recommendation is to have a structural engineer examine the wall.

Mayor Fawbush asked the city attorney for an opinion on opening the street tonight. Mr. Bradshaw advised council there is a risk but the information presented tonight should be sufficient for council to make an informed decision.

Mr. Sutherland suggested if council opened the road the city should continue surveying the wall to monitor movement.

It was the consensus of council to have a structural engineer examine the Ridge Avenue wall.

The next agenda item was a presentation and request by Pro-Art Association Executive Director Jan Zentmeyer.

Ms. Zentmeyer provided council with a brief update on Pro-Art activities for the 2018-2019 season. She said Barter Theatre will be working with Norton Elementary and Middle School (NEMS) this month to present *The Princess and the Pea*. Ms. Zentmeyer said she is already working on next year's schedule and she said the school programs are the most important work that Pro-Art provides. She asked council to support Pro-Art by applying for the Creative Communities Partnership Grant that will match the city's contribution up to \$4,500. Ms. Zentmeyer said the deadline to apply is April 1, 2019.

It was the consensus of council to authorize city administration to apply for the Creative Communities Partnership Grant on behalf of Pro-Art Association.

Mayor Fawbush thanked Ms. Zentmeyer for her presentation and the programs Pro-Art Association provides children and the citizens of Norton.

Included in council's packets for consideration was a request to reapply for a grant that will fund a school resource officer (SRO) at John I. Burton High School for an additional year.

Mr. Ramey said according to current grant guidelines this is the last year the city can apply for SRO funding for this specific grant, but he noted staff will continue looking for other grants to fund the SRO position at the high school. Mr. Ramey said city administration is requesting council's authorization to apply for the grant for an additional year.

After a brief discussion, it was the consensus of council to authorize city administration to reapply for a grant that will fund a school resource officer at John I. Burton High School for an additional year.

Council had been presented in their packets with a request from city administration to reapply for a grant that will fund a school resource officer (SRO) at Norton Elementary and Middle School (NEMS) for an additional year.

At this time, Councilman Mays stated he would abstain from discussion and voting on the NEMS SRO grant application.

Mr. Ramey said this is the same grant the city has applied for previously to fund an SRO at NEMS and it is the same grant that was just authorized for the high school SRO.

It was the consensus of council, with Councilman Mays abstaining, to authorize city administration to reapply for a grant that will fund a school resource officer at Norton Elementary and Middle School.

In packets for council consideration was a transfer to Norton City Schools, dated December 4, 2018, in the amount of \$131,415, to cover the General Obligation School Bond Series 2012 payment included in the school's December 10, 2018, accounts payable.

Upon a motion by Councilman Mays, seconded by Councilman Fultz, and passed by unanimous roll call vote, council moved to confirm the transfer to Norton City Schools, as stated above.

In comments from the city manager:

Mr. Ramey told council former City Treasurer Joseph L. Stallard passed away Monday, March 4, 2019. He said Joe served as city treasurer from January 1, 1990, to December 31, 2001.

He said the city set a new record for rainfall measuring 11.92 inches for the month of February 2019. Mr. Ramey said the record rainfall has had minimal impact. However, 16th Street, N.W., behind Prime Sirloin, is experiencing some problems and staff has contacted the Department of Mine, Minerals, and Energy (DMME) since this location was a previous project area.

Mr. Ramey said city administration has interviewed a firm for the 2019 Real Estate Reassessment and contract negotiations are ongoing.

He said the advertisement for a spring Norton Business Challenge did not receive enough interest by the deadline to conduct the challenge, so city administration has applied for a grant that will allow the city to offer a larger funding package for a fall business challenge.

Mr. Ramey said the city hosted a community mural project meeting and he would like for council to discuss the proposed mural during the CIP/Budget Process.

Mr. Ramey said he provided members with a copy of the latest Retail Sales Tax Report and five 125th Anniversary stickers. He said staff is currently placing the stickers on outgoing mail.

Mr. Ramey said in honor of John I. Burton's continued basketball success this season and because Burton is playing Eastside tonight for the Cumberland District Basketball Championship, he wanted to share a copy of the 1947 Norhi Mirror and highlight two items. The city manager said the paper noted that Norhi beat Coeburn 69-24, and Norhi beat St. Paul, but "this was one of the roughest games in the school's basketball history and here are the statistics to prove it: L. E. Quillen came through with one black eye, Ligon Lovelace suffered the same thing, Bobby Herndon had the breath knocked out of him, and Jack Parsons of St. Paul lost a tooth."

Mr. Ramey said he suggests scheduling the first CIP/budget meeting at 8:30 a.m., Saturday, March 16th.

The following comments were made by council members:

Councilman Fultz said Barbara Humphreys passed away Saturday, March 2, 2019.

Saying, "Go Raiders" Councilman Fultz cheered on the John I. Burton's boys' basketball team who was playing Eastside High School tonight for the Cumberland District Championship.

Mayor Fawbush confirmed with council members the CIP/budget meeting at 8:30 a.m., Saturday, March 16, 2019.

There being no further business to come before council, the meeting adjourned.

CITY OF NORTON, VIRGINIA


Joseph Fawbush, Mayor

ATTEST:

Rebecca K. Coffey, Clerk of Council



Inter-Office Memo

To: Mayor and City Council
From: Fred L. Ramey, Jr., City Manager 
CC:
Date: March 15, 2019
Re: Update from Norton Rescue Squad

The Norton Rescue Squad will provide City Council with an update on the purchase of their new ambulance.

Thank You.

EMERGENCY OPERATIONS PLAN (EOP)

FOR

The City of Norton, Virginia



March 2019

APPROVAL AND IMPLEMENTATION

WHEREAS, the City Council of the City of Norton, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, **The City of Norton** has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, **The City of Norton** has established and appointed a Director of Emergency Management and an Emergency Management Coordinator;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norton, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, is tasked and authorized to maintain and revise as necessary this document during the next four (4) year period or until such time it be ordered to come before this board.

Adopted this the 19th Day of March, 2019

Joseph Fawbush, Mayor
The City of Norton

PROMULGATION

Government is responsible for ensuring the health safety and welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety are preserved.

The City of Norton has updated its Emergency Operations Plan (EOP) to ensure effective allocation of resources during an emergency to protect life, property and the environment. This plan supersedes any previous plans promulgated for this purpose.

The EOP provides a comprehensive framework for the City of Norton emergency management program. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in the City of Norton.

The City of Norton Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of the City of Norton government and with the authority vested in me as the Chief Executive Officer of the City of Norton, I hereby promulgate the City of Norton Emergency Operations Plan.

Fred Ramey

City Manager, City of Norton

NIMS RESOLUTION

NIMS RESOLUTION

BE IT RESOLVED by the City Council of The City of Norton as follows:

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS), which provides a consistent nationwide approach to Federal, State and Local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, Territorial, Tribal, and local partners has been and will continue to be vital to the development, effective implementation and utilization of a comprehensive NIMS; and entities involved in emergency response to adopt NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State and local organizations utilize standardized terminology, standardized organization structures interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the City of Norton's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS the Governor of the State of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, the City of Norton Department of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, the City of Norton Department of Emergency Management recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that the City of Norton adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all City of Norton local DEM training courses, and reflected in all DEM emergency mitigation, preparedness, response and recovery plans and programs.

Mayor, Norton City Council

RECORD OF CHANGES

RECORD OF CHANGES

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
5				

RECORD OF DISTRIBUTION

The City of Norton EOP will be distributed to each agency and organization that has a role in the plan and noted in the table below. Copies will be available to the public at 618 Virginia Ave. NW. Norton, Va.

Agency/Department	Title of Recipient	Format: electronic or hard- copy	Date Distributed	Date Acknowledged

INTRODUCTION

The City of Norton is committed to the protection of life, the environment, and property. This Plan provides the basis for response and recovery operations in Norton, Virginia. The success of this Plan depends on the collaboration of the departments and agencies responsible for the development and maintenance of these plans and annexes.

Successful emergency planning utilizes a comprehensive approach to prepare for and plan for all-hazards. The City of Norton is vulnerable to a variety of natural hazards including [Insert Hazards]; technological hazards including [Insert Hazards]; and human-caused events such as [Insert Hazards]. The threat of major disasters and events necessitates this Plan's all-hazards approach.

To respond effectively to any emergency of a size or complexity beyond the routine response system, it is critical that all City of Norton public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin when an incident is recognized and response ensues. As an incident develops and command organizes beyond the initial reactive phase of first responders the roles and responsibilities highlighted in this Plan become more critical.

Per the *Commonwealth of Virginia Emergency Services and Disaster Law of 2000* (Code of Virginia, § 44-146.13 to 44-146.28:1), State and local governments are charged with developing and maintaining current Emergency Operations Plans (EOP) in order to be prepared for such events.

This EOP serves as the baseline, by which the City of Norton prepares for, mitigates against, responds to, and recovers from natural disasters/emergencies. It is the primary responsibility of Emergency Management Coordinator of the City of Norton to develop the City of Norton EOP, update the plan, and maintain a record of changes. This plan seeks to address the City of Norton's emergency response procedures, roles and responsibilities of local departments, and other private organizations during emergencies/disasters.

PURPOSE

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during the emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

SCOPE

This EOP and all of its contents apply to the entire jurisdiction and its citizens including populations with access and functional needs. The EOP applies to any extraordinary emergency associated with any natural, technological or human-caused incident, which may affect the City of Norton and result in the need for a planned, coordinated response by multiple departments and/or supporting agencies. The EOP establishes an emergency organization and defines responsibilities for all staff and individuals (public and private) having roles in the phases of emergency management to include prevention, protection, mitigation, response, recovery in the local government.

This EOP is compliant with the National Incident Management System (NIMS) and employs a multi-agency operational structure based on the principles of the Incident Command System (ICS) to manage, coordinate, and direct resources committed to an incident. The City of Norton is a practitioner of NIMS and is committed to ensuring that the required trainings are provided to all persons with direct responsibility for implementing the plan and critical functions within the plan. Supporting plans for disasters set forth the concepts and procedures whereby the City of Norton can effectively apply available resources to ensure that casualties and property damage will be minimized and those essential

services will be restored as soon as possible following an emergency or disaster situation.

The City of Norton includes all residents, governmental entities and departments, businesses and non-profit organizations within the bounds of the City of Norton and/or those individuals and entities operating or transiting through the City of Norton.

The City of Norton contracts key services that have a direct bearing on its emergency management organization; specifically, debris monitoring, and sheltering. Close planning and coordination with these agencies and organizations is essential to the preparedness and response capabilities of the City of Norton.

During emergencies, the Emergency Management Coordinator serves as the lead emergency management representative for the City of Norton. The City of Norton submits requests for additional support to the state through WebEOC. If the needs cannot be fulfilled at the state level, the request will be sent on to the Federal level in accordance with NIMS.

This EOP has been developed to provide guidance for City of Norton based on the following objectives:

- Establish the local government's policies and procedures to respond to emergencies;
- Describe the local government's emergency management organization;
- Identify the roles and responsibilities of local government staff during an emergency;
- Identify lines of authorities and relationships; and
- Describe the local EOC.

SITUATION

Based on a hazard analysis of the area, the primary hazards (in priority) in the City of Norton and the LENOWISCO Planning District are Flooding, Winter Storms, Dam Failure, Drought, High Winds / Windstorms, Wildfire, Biological, Chemical, Transportation Incident, Earthquakes, Karst & Sinkholes, Thunderstorms / Lightning, Tornadoes / Hurricanes, Aircraft Incident, Radiological, Water Supply Contamination.

The geographic features that could affect the plan implementation include:

- Mountainous Terrain

- Steep Mountain Roads
- Remote areas with limited road access
- Areas of Wildland urban interface

Population factors that could affect plan implementation include:

- Size of household
- Average age of residents
- Percentage of population <18 years old
- Percentage of population with pets
- Percentage of populations with access and functional needs, including those who reside in their own home
- Percent of adults 65 years or older
- Congregate and long-term care facilities
- Colleges and universities

Summary Hazardous Identification and Risk Analysis

In addition to natural hazards identified in and analyzed in the LENOWISCO Hazard Mitigation Plan, the Plan takes into account the increasing risks related to natural, technological, and human-caused hazards. The most prominent of the hazards impacting the City of Norton are weather related.

ASSUMPTIONS

Planning assumptions used in the development of this plan include:

- Citizens of the City of Norton are prepared to be independent for 3 days after the onset of a disaster.
- Norton Department of Emergency Management has effective emergency plans and MOUs to provide for services that will be needed during an emergency.

CAPABILITY ASSESSMENT

Summary of the Assessment

The capability assessment was developed during the planning process. The planning team assigned a representative of each agency or organization the task of reporting on the capabilities as part of developing the plan for their section. This information was recorded as each organization discussed their roles and responsibilities.

Prevention

Capabilities

- The City of Norton receives intelligence information from the Virginia Fusion Center and passes the information on to local law enforcement officials and relevant state, local, and private sector partners as appropriate.
- The City of Norton Police Department reports suspicious activity that could be related to terrorist activity or potential future terrorist activity to the Virginia Fusion Center.

Limitations

- The City of Norton citizens may not report suspicious activity to the local law enforcement in a timely manner.

- The City of Norton has a limited number of law enforcement staff and this may delay the reporting of suspicious activity to the Virginia Fusion Center.

Protection

Capabilities

- The City of Norton implemented new security policies at large public events
- Wise County has staffed government buildings with armed security personnel at public entry points.

Limitations

- When there is more than 1 special event taking place in the City of Norton at the same time, additional support may need to be requested through MAAs with Wise, Scott and Lee Counties as well as from other localities across the Commonwealth of Virginia.

Hazard Mitigation

Capabilities

- The City of Norton tracks repetitive loss properties for mitigation in declared and undeclared events.
- The City of Norton is not a storm ready community but has submitted an application for designation.
- The City of Norton has a certified flood plain manager on staff.

Limitations

- The City of Norton only has the ability to purchase flood prone properties with hazard mitigation funding.
- The City of Norton citizens do not widely participate in the hazard mitigation process, in spite of the local government's efforts to notify the public of the process.

Response

Capabilities

- All fire fighters in the City of Norton are trained in hazardous material response.
- Twenty five percent of the fire fighters in the City of Norton are certified in basic life support.
- The City of Norton does not have a dedicated Public Information Officer.

Limitations

- The City of Norton does not have the capability to respond effectively to a large scale emergency in the City of Norton without support from emergency service agencies in Wise County through local mutual aid agreement (MAA).

Recovery Capabilities

- The City of Norton does not have contracts in place with trucking companies to remove heavy debris from an areas impacted by a disaster.

Limitations

- There are relatively few opportunities for affordable housing and accessible housing in the City of Norton and this situation could be exacerbated by a disaster.

Planning, public information and warning, and operational coordination support all five mission areas and are important elements of the emergency management program:

Capabilities

- The City of Norton takes a whole community approach to planning and emergency preparedness which includes individuals with access and functional needs.
- [Local jurisdiction's] emergency operations plan is exercised at least once per year.
- [Local jurisdiction] has a public outreach program and has the ability to notify and educate citizens with access and functional needs.
- The City of Norton has a dedicated local community-based website.
- The City of Norton provides information to the local community on preparing go kits and family plans.

Limitations

The City of Norton does not have a landfill inside the jurisdictions limits, but contracts with Wise County.

CONCEPT OF OPERATIONS (CONOPS)

The ultimate goals of the City of Norton emergency management program are to:

- Provide effective life safety measures, reduce property loss, and protect the environment;
- Provide for the rapid resumption of impacted businesses and community services;
- Provide inclusive emergency policies that ensure persons with disabilities can evacuate, use emergency transportation, stay in shelters and participate in emergency and disaster-related programs together with service animals; and
- Provide accurate documentation and records required for cost recovery efforts.

The City of Norton Department of Emergency Management has the primary responsibility for emergency management activities within the City of Norton. The Emergency Management Director has the authority to declare a local emergency with approval of the Norton City council; the local governing board has the legal authority for approving the EOP and declaring a local emergency.

During an emergency, the Director and the Coordinator of Emergency Management, or the Director's Deputies will work with all appropriate agencies, boards, and departments within the City of Norton to effectively respond to the incident. When an emergency exceeds the local government's capability to respond, assistance will be requested from surrounding jurisdictions, and state and federal government. In any case, incident command and response operations remain with the local jurisdiction.

Implementation of the National Incident Management System (NIMS)

The City of Norton adopted the NIMS as its operating structure by resolution of the Norton City Council on 10/03/2006. The basic framework of NIMS incorporates the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). This EOP is based on NIMS. The City of Norton will implement the Incident Command System (ICS) for all incidents and

events within the City of Norton. ICS will be used as a standardized systematic approach for the development of the Emergency Operations Plan (EOP). ICS is required for all on-scene and Emergency Operations Center (EOC) activations under the all-hazards incident management approach.

Utilization of the ICS:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

Emergency Response Levels

The City of Norton has four levels of EOC activation. The level to which the EOC is activated will be a decision made by the Emergency Management Director or their representative based on the size, scale, and complexity of a given incident or set of circumstances.

Routine Operations	<ul style="list-style-type: none"> • No increase or very limited increase in staff at the EOC. • Have not requested outside assistance. • Maintain EOP • Maintain EOC in a constant state of readiness
Increased Readiness	<ul style="list-style-type: none"> • There may be an increase in staffing at the EOC. • A local declaration may have been made. • The Governor may have declared a State of Emergency. • The situation has required the implementation of the EOP.
Response Operations	<ul style="list-style-type: none"> • The EOC has staff on a 24-hour schedule. • The Governor may have declared a State of Emergency. • There may be a federal disaster declaration for Virginia. • The EOP is in use.
Recovery Operations	<ul style="list-style-type: none"> • The EOC returns to decreased status levels. • Activities are shifting away from the EOC to the Recovery Coordination Center.

Declaration of a Local Emergency

In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency. A declaration of a local emergency as defined in § [44-146.16](#) shall activate the local Emergency Operations Plan and authorize the furnishing of aid and assistance.

The Emergency Management Director as well as the Emergency Management Coordinator will maintain a copy of the declaration for the City of Norton record.

EOC Activation

The Emergency Operations Center (EOC) is the coordination point for successful response and recovery operations. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts. The Emergency Management Director, and/or their designee may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale.
- A multi-department or multi-agency response is required to resolve or recover from the emergency or disaster event.
- The local emergency ordinances are implemented to control the major emergency or disaster event.

Upon activation of the EOC, representatives from the Lead Departments will staff the EOC.

In addition, there may be a virtual activation of the EOC, if staff has adequate capabilities to accomplish this such as internet connectivity, cell phone and other requirements and can fulfill the mission of the EOC.

The City of Norton will support the whole community including populations which were identified during the plan development process and referenced in the Situation

Request for State Assistance/Recommendation for State Declaration of Emergency

When local resources are insufficient to cope with the effects of a disaster, the City of Norton will coordinate with VDEM regional staff to request assistance through the VEOC.

- The Emergency Management Director, or their designee, or regional staff will submit a request through WebEOC to VDEM.
- The report/request will include all information requested by the VEOC such as:
 - A local emergency has been declared and the EOP has been implemented;
 - All available resources have been committed, and;
 - Additional assistance from the county/state/etc. is being requested and the resources being requested will be described in detail using the C-SALTT¹ method.

The City of Norton has the overall responsibility to provide an effective emergency response. The City of Norton uses NIMS for incident management. This emergency management system provides for on-scene management of an incident and also provides the coordination of response activities between the City of Norton and other jurisdictions.

The City of Norton emergency management structure and organization covers all emergency management phases – preparedness, response, mitigation, and recovery.

¹ C-SALLT stands for Capability, Size, Amount, Location, Type, and Time

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The Directors of Emergency Management and the Emergency Management Coordinators, together with the Norton City Council, oversee the City of Norton emergency management organization. They are empowered to review and approve emergency mutual aid plans and agreements, disaster mitigation, preparedness, response and recovery plans, and such ordinances, resolutions, rules and regulations as are necessary to implement them.

City of Norton Emergency Management Organization

The City of Norton Emergency Management Organization consists of the following entities:

- Director of Emergency Management
- Coordinator of Emergency Management
- Policy Group/City Council
- Local Government Agencies and Staff with emergency responsibilities
- Nongovernmental and Volunteer Organizations
- Private Sector Partners
- Citizens

Policy Group

- ☐ Convene at the EOC or a nearby location.
- ☐ Help determine what positions need to be filled at the EOC.
- ☐ Make policy level decisions.
- ☐ Develop the strategic policy and direction for recovery and resumption of normal operations.
- ☐ Review public information statements and releases.

Director of Emergency Management

- ☐ Determine the appropriate level of activation based on situation.
- ☐ Mobilize appropriate personnel for the initial activation of the EOC.
- ☐ Respond immediately to EOC site and determine operational status.
- ☐ Obtain briefing from any sources that are available.

- ☐ Monitor general staff activities to ensure that all appropriate actions are being taken.
- ☐ In coordination with the PIO, conduct news conferences and review media releases for final approval.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- ☐ Establish initial strategic objectives for the EOC.
- ☐ Convene the initial Action Planning meeting.
- ☐ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve, and authorize its implementation.
- ☐ Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.
- ☐ Authorize the demobilization of sections.

Emergency Management Coordinator/EOC Manager

- ☐ Assess incident situation.
- ☐ Ensure the EOC is properly set up and ready for operations.
- ☐ Ensure that an EOC organization and staffing chart is posted and completed.
- ☐ Prepare EOC objectives for the initial Action Planning Meeting
- ☐ Activate elements of the EOC organization as appropriate.
- ☐ Conduct initial briefing for Command and General staff.
- ☐ Ensure planning meetings are conducted.
- ☐ Approve and authorize implementation of the Incident Action Plan.
- ☐ Determine information needs and inform command personnel of needs.
- ☐ Coordinate staff activity.
- ☐ Manage incident operations.
- ☐ Approve requests for additional resources and/or the release of resources.
- ☐ Brief relief at shift change.
- ☐ Authorize the release of information to the news media.
- ☐ Approve plan for demobilization.

Operations Section Chief

- ☐ Gather information necessary to assess incident assignment and determine immediate needs and actions.
- ☐ Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- ☐ Collect information from outgoing Operations Section Chief prior to your arrival.
- ☐ Plan and activate section and units within each section that needs to be activated.
- ☐ Identify kind, type and number of resources required to achieve objectives.

- ☐ Supervise and adjust operations organization and tactics as needed, based on changes in incident situation and resource status.
- ☐ Evaluate resource status and tactical needs to determine if resource assignments are appropriate.
- ☐ Interact and coordinate with all other command staff, general staff, and appropriate Unit Leaders.
- ☐ Ensure effective use and coordination of all assigned resources.
- ☐ Coordinate with on the ground responders (e.g. law enforcement, public health, fire).
- ☐ Prepare for and participate in strategy meetings.
- ☐ Participate in the preparation of the IAP.
- ☐ Report special events.
- ☐ Complete and submit ICS 214, Unit Log to the Documentation Unit.
- ☐ Assist in the design and development of the Incident Demobilization Plan.

Planning Section Chief

- ☐ Gather information necessary to assess incident assignment and determine immediate needs and actions.
- ☐ Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- ☐ Collect information from outgoing Planning Section Chief prior to your arrival.
- ☐ Plan and activate section and units within the section that need to be activated.
- ☐ Establish priorities and coordinate units within the section.
- ☐ Ensure staff uses appropriate ICS forms
- ☐ Establish and maintain incident planning cycle.
- ☐ Ensure planning staff completes required elements of the Incident Action Plan (IAP) within required timeframes.
- ☐ Ensure the incident strategic plan is appropriate.

Logistics Section Chief

- ☐ Gather information necessary to assess incident assignment and determine immediate needs and actions.
- ☐ Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- ☐ Collect information from outgoing Logistics Section Chief prior to your arrival.
- ☐ Plan and activate section and units within the section that need to be activated.

- ☐ Determine logistics section current capabilities and limitations (i.e. ordering timeline, available equipment, resources on hand, facilities capabilities, etc.).
- ☐ Interact and coordinate with all command and general staff.
- ☐ Coordinate with unit leaders and provide Planning Section Chief a list of excess personnel, contact equipment, crews, miscellaneous personnel and other resources.
- ☐ Complete ICS Form 214, Unit Log.
- ☐ Ensure all personnel and equipment time records are complete and have been submitted to the Time Unit Leader/Equipment Time Recorder.
- ☐ Participate in the preparation of the IAP.
- ☐ Assist in development, approval, and implementation of Demobilization Plan and/or Transition Plan.
- ☐ Act as the authorized representative of local agency specific contracts.

Finance/Admin Section Chief

- ☐ Gather information necessary to assess incident assignment and determine immediate needs and actions.
- ☐ Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- ☐ Collect information from outgoing Finance/Admin Section Chief prior to your arrival.
- ☐ Plan and activate section and units within the section that need to be activated.
- ☐ Provide initial operating instructions to section personnel.
- ☐ Ensure reports and forms are complete, accurate, and timely.
- ☐ Maintain Unit Log, ICS 214
- ☐ Ensure all financial documents are completed and submitted in a timely manner.
- ☐ Consolidate incident financial package.
- ☐ Provide financial summary information on the current incident.
- ☐ Participate in the preparation of the IAP.
- ☐ Assist in the development and approval of the Incident Demobilization Plan.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

MUTUAL AID AGREEMENTS

During an emergency, the City of Norton may need to activate mutual aid and shared resources quickly. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Emergency Management Directors or, in their absence, the Emergency Management Coordinators when it is determined that such assistance is necessary and feasible.

In the event an emergency situation exceeds local emergency response capabilities, outside assistance is available through mutual support agreements with nearby jurisdictions and volunteer emergency organizations, or through the Commonwealth of Virginia's Statewide Mutual Aid Compact. For assistance beyond tactical mutual aid (i.e. that which might be used in everyday incidents), a local emergency must be declared and local resources fully committed, with anticipated or actual unmet needs, before state and federal assistance is requested. The EOC coordinates the request for outside assistance.

DIRECTION, CONTROL AND COORDINATION

The Directors of Emergency Management and the Coordinators of Emergency Management implement City of Norton policy and operational coordination for domestic incident response. The response structure can be partially or fully implemented in response to a potential/actual threat, in anticipation of a significant event, or in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

On Scene Incident Command and Management

The on-scene Incident Commander is responsible for all response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

When multiple command authorities are involved, the incident may be led by a unified command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The unified command provides direct, on-scene control of tactical operations. At the tactical level, on-scene incident command and management organization are located at an Incident Command Post (ICP), which is typically comprised of local and mutual aid responders.

Emergency Operations Center

An Emergency Operations Center or EOC serves as the central coordination hub for an incident response and recovery. Information flows into the EOC from the field and out of the EOC to relevant stakeholders and response partners.

During an incident, the EOC supports field operations when resources that are traditionally acquired through mutual aid agreements amongst response partners, are no longer sufficient to handle the incident response.

The City of Norton and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. Once a threat of incident has occurred, local government, through the Emergency Management Director, makes an initial determination to initiate the coordination of information sharing and incident management activities.

If the incident necessitates the opening of the EOC, the EOC will serve as the hub of information collection, analysis and dissemination relating to an incident or event. During an event or incident information will be collected using a variety of methods.

Essential Elements of Information

Each incident has critical or essential information that should be shared during operations. Essential Elements of Information or EEIs include:

- Lifesaving needs including evacuation and search and rescue,

- Information on critical infrastructure including determining the status of transportation, utilities, communication systems, and fuel and water supplies
- Gathering information on critical facilities including determining the status of police and fire stations, medical providers, water and sewer treatment facilities, and media outlets
- Information on the risk of damage to the community from imminent hazards
- Information on the number of individuals who have been displaced because of the incident.

Situational Awareness

During an incident, information should flow freely from the field to the EOC. As information comes into the EOC it should be collected and recorded. This information will be collected and disseminated as a Situation Report and disseminated to the VDEM Regional Coordinator as needed throughout the incident. This information can also be shared with the Virginia Emergency Operations Center (VEOC) and other state and federal partners via conference calls, WebEOC, and email correspondence.

COMMUNICATIONS

Communication between Incident Commander and EOC

Timely communication amongst first responders and local government officials working within the EOC is critical during an event. The City of Norton has a wide variety of emergency communications equipment available to communicate internally and externally including, radio, pagers, telephones, cell phones, fax machines, emails, etc.

First responders will maintain operational communication throughout incident response and recovery operations using their communication centers and radio channels. All functions operating outside of the EOC will maintain contact with the EOC through redundant communications such as telephone, radio, fax, or WebEOC. All staff operating within the EOC are responsible for bringing their City of Norton issued technology including laptops, iPads, portable radio, HAM radio, charger, batteries, headsets, and cellular phones.

Public Information Officer (PIO)

The Public Information Officer ensures that all official information coming from the City of Norton during an emergency is timely and reliable. PIOs get their message out by communicating directly with the public, working through the traditional news media and through social media. PIOs serve an important role in communicating routine emergency information during non-emergency times and emergency public information during an incident.

During an incident the PIO is also responsible for monitoring local news media and social media for rumors. If the various outlets are spreading rumors regarding the incident, the PIO should make every attempt to set the record straight and dispel the rumors.

Communications to the Public

During emergencies and disasters the public needs detailed information regarding protective actions, which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through conventional news media sources, social media sites (e.g. Facebook and Twitter) and the City of Norton's Webpage, as well as a community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures can be employed.

Joint Information Center (JIC)

The JIC is a physical location where public affairs professionals from organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. The JIC will normally be collocated with EOC.

Communications with the VEOC

The City of Norton EOC integrates into the larger emergency management network at the state-level by using WebEOC and telephone communications with regional liaisons. VDEM regional staff facilitates communications between the City of Norton and the VEOC. The City of Norton will submit daily or twice daily situation reports to the VEOC via WebEOC or fax.

Notification of Virginia Criminal Injuries Compensation Fund (CICF) and Virginia Department of Criminal Justice Services (DCJS)

The EOC will immediately contact the DCJS and the VCICF to deploy, if there is an emergency in which there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia. Both entities will serve as the lead for coordinating services and assistance to the victims. The local government is required by the Code of Virginia § 44-146.19 to make these notifications and maintain current contact information for each organization in the EOP.

Contact information for both organizations is maintained on the DCJS website: <https://www.dcjs.virginia.gov/victims-services/report-campus-local-emergency>

Regional staff may assist with this process. Local EOC will make requests for resource to the VEOC with coordination of VDEM Regional Staff
If the City of Norton needs to communicate with Federal partners, communication will first come from state partners at the VEOC.

ADMINISTRATION, FINANCE, AND LOGISTICS

Administration

In an incident, City of Norton staff may fulfill roles within the Finance and Administration and Logistics Section of the EOC. The Director of Finance will serve as the Lead Department for the Finance and Administration Section.

The Director of Finance in the Finance Department will serve as a lead department for the Logistics Section. Other departments may serve as supporting departments.

Documentation is a key administrative process that must be used by the City of Norton to document the response to and recovery from a disaster. Documenting actions taken during response and recovery is essential for creating historical records of incident, applying for recovery costs, addressing any insurance needs, and developing future mitigation strategies.

At a minimum, the City of Norton EOC will maintain the following types of reports:

- Damage Assessment sheets
- Incident Action Reports

Detailed procedures for the Administration section can be found in the [\[insert title of annex or document\]](#).

Financial Management

The Finance & Admin Section manages all financial, administrative and cost analysis aspects of an emergency. Disaster-related expenditures and obligations of state agencies, local jurisdictions and organizations may be reimbursed under a number of federal programs (i.e. Small Business Administration (SBA), etc.)

Logistics

Risk analysis and capabilities assessments help the City of Norton identify what resources are needed for a response to a defined hazard. Based on past incident critiques, the City of Norton has worked to identify and procure additional resources to improve capability for future events.

The incident commander can activate tactical-level mutual aid agreements at the incident-level. Needs that cannot be met via mutual aid agreements at the tactical-level will be escalated to the EOC.

At the EOC, the Logistics Section will provide guidance for coordinating resources needed to support the incident. Logistics primarily addresses protocols, processes, and systems for requesting, utilizing, tracking and reporting resources that are outside the standard practices of pre-existing discipline-specific mutual aid agreements (e.g., law enforcement, public works, and fire department). When local resources are not sufficient the Logistics Section will coordinate mutual aid agreements and work with private resources. Purchasing resources for an incident response is done by the Logistics Section Chief as needed throughout the incident response.

PLAN MAINTENANCE

Code of Virginia, [§44-146.19E](#), requires each jurisdiction to prepare and keep current a local emergency operations plan. The Emergency Management Directors, assisted by the Emergency Management Coordinators, have overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned and republished following an actual or threatened emergency situation. The Coordinator will have the EOP readopted every four (4) years by the Local Governing Board. Guidance and assistance is provided by the Virginia Department of Emergency Management. The City of Norton should conduct a comprehensive plan review, revision, and exercises prior to formal adoption to ensure the plan remains current. Guidance and assistance is provided by the Virginia Department of Emergency Management.

The EOP should also be updated and republished following an actual or threatened emergency situation to reflect lessons learned. It is also suggested that plans be updated and reviewed following training, exercises and/or drills, changes in government structure, or if individuals and officials recommend improvements and changes as needed through the Emergency Management Directors or Coordinators.

The plan review team should include representatives from all internal departments. External group representatives may be included as needed.

Training and Exercises

Trained and knowledgeable personnel are essential for the prompt and proper execution of the City of Norton EOP. The Emergency Management Coordinator will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the City of Norton EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of the City of Norton. This program will be designed to attain an acceptable level of emergency preparedness.

All training and exercises conducted in the City of Norton will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

After Action Reports (AARs)

After any major disaster response or exercise of the EOP, an AAR should be developed in compliance with the procedures outlined in the Homeland Security Exercise and Evaluation Program (HSEEP). An AAR results from an administrative process used by the City of Norton to review and discuss the response in order to identify strengths and weaknesses in the emergency management and response program.

The AAR should:

- Review actions taken;
- Identify equipment shortcomings;
- Improve operational readiness;
- Highlight strengths/initiatives; and
- Identify areas for improvement.

Corrective Actions

AARs are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed, these issues need to be identified and documented. The City of Norton Department of Emergency Management will coordinate AARs, as appropriate, and provide documentation, disseminations, and archiving of findings. The results of the AAR will be provided to the City Manager for documenting, tracking, and corrective action processes. Through a collaborative and objective process with incident organizations a corrective action plan will be developed and established for

further incident/event response, mitigation, strategies/actions, and corrective action plans. Corrective actions will be taken directly from the AAR process and associated documents.

The Emergency Management Coordinator will develop, plan, and conduct at least one tabletop, functional, and/or full-scale exercises annually. These exercises will be designed to not only test the City of Norton EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of the City of Norton. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The City of Norton may also participate in regional HSEEP exercises, as appropriate.

The Emergency Management Coordinator will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities. Following each exercise or actual event a hot wash and AAR will take place. Strengths and areas for improvement will be incorporated into the updated EOP.

AUTHORITIES AND REFERENCES

The following provides emergency authorities for conducting and/or supporting emergency operations:

City of Norton

- City of Norton Emergency Operations Plan and supporting annexes
- City of Norton Continuity of Operations Plan
- City of Norton Land Use or Comprehensive Plan

Commonwealth of Virginia

- Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended
- Commonwealth of Virginia Emergency Operations Plan (COVEOP)
- Code of Virginia § 44-146.19
- Code of Virginia §19.2-11.01

Federal

- Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101, Version 2.0 (November 2010)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter (November 2010)
- A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action (December 2011)
- Disability, Access and Functional Needs Emergency Management Planning Guidance (June 2015)
- Americans with Disabilities Act (1990)
- ADA Amendments Act (2008), P.L. 110-325, and those associated with them
- Rehabilitation Act (1973), Sections 501, 503, 504 and 508
- Older Americans Act (1965), Title III
- Emergency Management Assistance Compact (EMAC) (1996)
- Executive Order 13407 - Public Alert and Warning System
- 1995 Presidential Memorandum "Emergency Alert System (EAS) Statement of Requirements"
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents (February 2003)
- Homeland Security Presidential Directive 8, National Preparedness (December 2003)
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency (October 2007)
- Post Katrina Emergency Management Reform Act of 2006
- National Response Framework (As revised)
- National Incident Management System (NIMS)
- Presidential Decision Directive (PDD) [39](#) (*U.S. Policy on Counterterrorism*) and [62](#) (*Combating Terrorism*): terrorism investigations delegated to U.S. Dept. of Justice/FBI

ACRONYMS

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EEI	Essential Element of Information
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES Radio	Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE U.S.	Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VEOC	Virginia Emergency Operations Center
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapons of Mass Destruction

GLOSSARY

Amateur Radio Emergency Services

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

Command Post

That location at which primary command functions are executed; usually co-located with the Incident Base, also referred to as the Incident Command Post.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Geographic Information System

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

Hazardous Materials

Substances or materials that may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of,

which may include materials that are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

Hazard Mitigation

Any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards.

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Joint Field Office

The central coordination point among federal, state and local agencies and voluntary organizations for delivering recovery assistance programs.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the

Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mobile Crisis Unit

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal critical incident stress debriefings for service providers after the incident has been brought under control.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

National Response Framework

Is a guide to how the nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including weapons of mass destruction incidents.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the federal government based on the nature of the request from the governor.

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the jurisdiction with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the VEOC via WebEOC or fax.

Span of Control

As defined in the Incident Command System, span of control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

Special Needs Populations

Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who are older adults, who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation dependent

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established federal regulations for the handling of hazardous materials.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

Victim

A person who has suffered physical, psychological or economic harm as a direct result of the commission of a felony, assault and battery, stalking in violation, sexual battery, attempted sexual battery, maiming or driving while intoxicated in violation (Source §19.2-11.01B).

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

SUCCESSION OF AUTHORITY

Continuity of Government is critical to the successful execution of emergency operations. The Director of Emergency Management or, in his/her absence, the Emergency Management Coordinator, with support from designated local officials, will exercise direction and control from the EOC during disaster operations.

All levels of government are required to provide for the continuity of government in the event that current officials are unable to carry out their responsibilities. As such, the following lines of succession are specified in anticipation of any contingency which might result in the unavailability of the ranking member of the response hierarchy.

<u>Organization/Service Function Succession</u>	<u>Authority in Line of</u>
Emergency Management Director	1. Fred Ramey
Emergency Management Coordinator	1. Todd Lagow
Law Enforcement	1. James Lane 2. Joe Baird 3. Greg Mays
Social Services	1. Sara Ring 2.
Public Utilities	1. Steve McElroy 2.
Public Works	1. Steve McElroy 2.
Fire Chiefs Steve McElroy	1. Todd Lagow 2. Marty Hagy,
Local Health Director	1. Dr. Sue Cantrell 2.

The Directors of Emergency Management and the Emergency Management Coordinators, together with the City of Norton, oversees the City of Norton emergency management organization. They are empowered to review and approve emergency mutual aid plans and agreements, disaster mitigation, preparedness, response and recovery plans, and such ordinances, resolutions, rules and regulations as are necessary to implement them.

PROCLAMATION

WHEREAS, March is American Red Cross Month, a special time to recognize and thank our heroes - those who volunteer, donate blood, take lifesaving courses or provide financial donations to support an organization whose mission is to help those in need; and

WHEREAS; we would like to remember those who help all of us here in the City of Norton by giving their time to help their neighbor and thank our local heroes: volunteers, blood donors, class takers, and financial supporters who help us assist those in need; and

WHEREAS, in the City of Norton, the Red Cross works tirelessly through it 3 employees and 196 volunteers. When disaster strikes, when someone needs lifesaving skills or the comfort of a helping hand. It provides 24-hour support to members of the military, veterans and their families, and provides training in CPR, aquatics safety, and first aid; and

WHEREAS, across the country, the American Red Cross responds to nearly 70,000 disasters a year. It provides some 400,000 services to military members, veterans and civilians, collects and distributes about 40 percent of the nation's blood supply, and trains more than seven million people in first aid, water safety and other lifesaving skills every year; and

WHEREAS, our community depends on the American Red Cross, which relies on donations of time, money and blood, to fulfill its humanitarian mission. Despite these challenging economic times, the American Red Cross continues to offer help and comfort to those in need.

NOW, THEREFORE, BE IT RESOLVED that the Norton City Council, hereby proclaims the month of March as American Red Cross Month and we encourage all Americans to support this organization and its noble humanitarian mission:

ADOPTED this 19th day of March, 2019.

CITY OF NORTON, VIRGINIA

ATTEST

Joseph Fawbush, Mayor

Rebecca Coffey, Clerk of Council

City of Norton



Inter-Office Memo

To: Mayor and City Council
From: Fred L. Ramey, Jr., City Manager *FR*
CC:
Date: March 15, 2019
Re: Update on Various City Projects

I plan to provide City Council with an update on various City Projects.

Thank You.

SCHOOL BOARD

Cody McElroy, Chairperson
Dr. Wes Campbell, Vice-Chairperson
Sherry Adams
Carol Caruso
Mark Leonard



DIVISION SUPERINTENDENT
Dr. Gina J. Wohlford
gwohlford@nortoncityschools.org
Phone 276.679.2330
Fax 276.679.4315

COPY

TO: Jeff Shupe
FROM: Jacqueline Brooke
SUBJECT: Request for Funds

DATE: January 28, 2019

Norton City Schools requests a deposit of City Funds in the amount of \$150,000 to cover January 2019 payroll expenditures.

Thank you!